

## “CEOs FOR NEW SCHOOLS” APPLICATION GUIDELINES

### Background

Anchoring new public charter schools in the communities they serve is critically important to enhance the quality of educational outcomes for students and families. Examples of Indianapolis businesses and nonprofit organizations that established successful charter schools include Goodwill Industries of Central Indiana, Fairbanks, Harrison Center for the Arts, Christel House International, and Indiana Black Expo, Inc. The resources and institutional capacity these organizations bring - such as an intimate knowledge of Indianapolis, organizational leadership and capacity, an entrepreneurial skill set, relationships with Indiana policymakers and other constituents, executive level leadership, in-kind services, and access to capital – are huge contributing factors to each school’s success. To that end, the Mayor’s Office’s grant from the Walton Family Foundation will build the pipeline of high-quality charter school applicants by anchoring new schools with local organizations.

### Process

Indiana nonprofits and businesses can enter a competition, titled *CEOs for New Schools*, where the top five applicants will each receive an exploration grant of \$11,500 to 1) research, and in some cases recruit, national models that fit the type of school the applicant plans to create, 2) visit model schools, and 3) prepare for the Mayor’s charter school application round. The Mayor’s Office will engage in activities one and two with each applicant.

Each applicant may also apply for additional grants: a pre-authorization grant and a post-authorization grant. The pre-authorization grant can be up to \$30,000 during the planning process (prior to charter receipt) to assist the applicant in writing the full application. If the organization successfully receives a charter from the Mayor, it will be eligible to apply for an additional \$220,000 for start-up expenses. The Indiana Public Charter Schools Association serves as the designated Indiana state grant partner for the Walton Family Foundation, so applicants will work with the Indiana Public Charter Schools Association to apply for the pre-authorization and post-authorization grants.

Additional start-up and operating expenses are available from the Indiana Department of Education. An applicant can apply for up to \$225,000 in planning grant monies; these dollars can be used for up to one year prior to the school opening. Also, once open, the school is eligible for up to \$300,000 per year for two years as an implementation grant from the Indiana Department of Education.

### Document Submission

To apply for the *CEOs for New Schools* grant, the Mayor’s Office requests responses to each of the following. Please limit responses to no more than seven pages.

- Provide an overview of your business or nonprofit organization, or collection of organizations, that includes:
  - Mission and history;
  - Executive leadership at staff and Board levels;
  - Core business services and/or programs offered;

- Key business and/or programmatic outcomes; and
  - Overview of operational and financial performance.
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- Include clear evidence of organizational capacity to establish and/or operate a new multi-million dollar public nonprofit organization successfully.
  - Explain how your organization, or collection of organizations, has a mission that fits with operating a new public charter school(s).
  - Organizational involvement in charter school creation varies widely from convening school leadership both at the board and school levels to offering back-office support to, in some cases, fully operating the school(s). Share your organization's intended involvement in each of the following stages: the school's creation, the Mayor's charter application process, the pre-opening period, and the long-term operation of the school.
  - Describe the type of school you plan to establish and the unmet need(s) your school seeks to address.
  - Provide contact information for your organization. This should include your primary point of contact's name, title, phone number, email address, and mailing address.

**All applications must be signed by the CEO/Executive Director of your organization, or in the case of multiple collaborating organizations, each CEO/Executive Director.**

### **Response Submission Deadline**

Responses to this request will be accepted on an ongoing basis until March 1, 2011. Submissions will be accepted via electronic mail or U.S. mail. Send e-mails to [christine.marson@indy.gov](mailto:christine.marson@indy.gov). For U.S. mail, send documents to the Office of Education Innovation, Mayor's Office, 200 E. Washington Street, Suite 2501, Indianapolis, IN 46204. An email confirmation of receipt from the Mayor's Office will be sent within a one-week period to the designated point of contact.

### **Point of Contact for Inquiries and Submissions**

Inquiries/Questions regarding this application may be directed to (317) 327.7458 or electronic mail at [christine.marson@indy.gov](mailto:christine.marson@indy.gov).

### **Disclaimer**

As part of the Mayor's Office approval process, an in-person interview may be required.

### **Notice of Disclosure**

All information submitted as part of the application shall be subject to the Indiana Access to Public Records Act (IC 5-14-3) (the "Public Records Act") and subject to disclosure to the public there under,

including disclosure to the media. In the event that it is the applicant's position that certain information submitted as part of the application falls within an exception to disclosure under the Public Records Act, the applicant must, at least five (5) business days prior to submitting any application materials, consult with the City of Indianapolis Public Access Counselor. The City of Indianapolis Public Access Counselor may, if requested by the applicant, issue a written advisory opinion in response to such request. If the City of Indianapolis Public Access Counselor issues an opinion supporting the applicant's position, then any such information contained in the application that is considered non-disclosable must be clearly identified in the application as confidential. The application must further be accompanied by (a) a written statement specifying the particular exception or exceptions to disclosure under the Public Records Act applicable to the information sought to be exempted from disclosure, and (b) the written opinion from the City of Indianapolis Public Access Counselor that supports the applicant's position that the information is exempt from disclosure under the Public Records Act.

The applicant acknowledges that if the foregoing procedure is not followed, and an application is submitted, all information shall be subject to disclosure to the public unless the City determines that it must withhold from disclosure certain information in the application pursuant to the Public Records Act. Each applicant, by the submission of an application, acknowledges its understanding that all application materials are subject to disclosure under the Public Records Act and may be subject to review and copying by the public. Each applicant and its representatives, employees and agents acknowledges and agrees that the Mayor's Office, the Mayor's Charter Schools Board and any official, agent, employee or representative of the City of Indianapolis shall not be held liable or legally responsible in any way for any such disclosure pursuant to the Public Records Act, and such parties hereby waive any rights to redress or claims of actions pursuant to any such disclosure.